



NOTE
LOCATION

CITY OF HAYWARD LIBRARY COMMISSION

Livermore Public Library
1180 So. Livermore Avenue
Livermore

A G E N D A

Monday
October 18, 2004 - 7 PM
Library Commission Meeting

1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meeting of September 20, 2004*
5. *Public Comment*
The Library Commission welcomes public input. The first part of Library Commission Meetings is devoted to hearing comments from the public regarding general Commission business. Public Comment on specific agenda items may also be offered during the public input period. However, because of the Brown Act, the Commission cannot discuss or vote on any item raised by the public or any of its own members unless the item appears on the posted agenda. (Individual comments are set at a 3-minute time limit; comments on behalf of a group are set at a 5-minute time limit.)
6. **Adjournment.** The meeting will be adjourned and Livermore Library Director, Susan Gallinger, will conduct a tour of the new Civic Center Library for the Hayward Library Commission.



Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 48 hours in advance of the meeting by contacting Marilyn Baker-Madsen at 510/881-7954 or by calling the TDD line for those with speech and hearing disabilities at 510/293-1590.

CITY OF HAYWARD
Minutes of the Library Commission Meeting
September 20, 2004

Administrative Office
Hayward Public Library
835 C Street, Hayward

1. **Call to Order**

The meeting of the Hayward Library Commission was called to order by Commission Chair Glines at 7:20 PM.

2. **Pledge of Allegiance**

Commissioners recited the Pledge of Allegiance.

	Present This Meeting	Present To Date	Absent to Date This F/Y
3. Attendance			
Linda Bennett	X	1	0
Lisa Brunner	X	1	0
William Burnside	0	0	1
Jessica Fields	X	1	0
Elsa Glines	X	1	0
Helen Wu	X	1	0

City Council Liaison: Council Member Bill Quirk via teleconferencing

Staff: Marilyn Baker-Madsen, Library Director
Linda Atwater, Administrative Secretary

4. **Minutes of the Meeting of June 21, 2004**

Board Action: It was moved and seconded (Bennett/Fields) to approve the minutes of the meeting of June 21, 2004 as submitted. Unanimously carried.

5. **Public Comment.** Council Member Quirk offered a public comment with regard to the recruitment for a Library Commissioner. He encourages members of the Commission to refer interested persons to the Office of the City Clerk to make application.

6. **Friends of the Library Report.** Library Director Marilyn Baker-Madsen provided the Friends of the Library Report, as prepared by Nancy Eager, Chairperson of the Friends Board. The report reads *Booksales continue to be the life blood of the Friends of the Library. The every Saturday Sale, 11 to 2, just outside the Main Library entrance are a popular place, bringing in several hundred dollars each week. It's soon time for one of the Bigger Than Usual Booksales, October 8 and 9, Friday from 10 to 5 and Saturday from 10 to 4. This sale is held in the upstairs meeting room on Friday, and both in the meeting room and outside on Saturday. I encourage each of you to stop by the Big Book Sale on Friday or Saturday. This would be a superb way for you to*

show support of the Library and you'll be amazed by the great books that you'll find there. Though most of the money that the Friends make is small change to the purchaser, 25¢ for a paperback, 50¢ for a children's book, \$1.00 for a hardbound adult book, it all adds up to a surprising amount. Recently, at the request of the Library staff, the Friends were able to appropriate \$20,000 toward the purchase of Time Out Software for the Library's Internet computers. Our entire book sale procedure depends on the work of the Basement Brigade, a handful of people who work in the Library basement, sorting through the donations and getting the stock ready for sale. Bob and Anne Ford have been an integral part of the Basement Brigade for years. They are moving this month out of state, leaving our Basement Brigade in a precarious position. We're on the lookout for someone or a couple of people who would enjoy seeing all of the great donations that come in, and helping the Friends in this way.

The Library Director added that Bob Ford, in sorting through the donated materials, has identified unique books that he has placed on eBay for sale. Approximately every other month, he presents the Library with a check for \$500+ for these special sales.

7. New Business.

a. Election of Officers. Library Chair Glines opened nominations for the position of Chair and Vice Chair of the Library Commission.

Board Action: It was moved and seconded (Fields/Wu) to nominate Linda Bennett for the position of Chair of the Library Commission. There were no further nominations. The motion unanimously carried.

It was moved and seconded (Fields/Bennett) to nominate Helen Wu for the position of Vice Chair of the Library Commission. There were no further nominations. The motion unanimously carried.

b. Commission Planning Calendar. The Library Director distributed a packet of materials that included a draft of the Library Commission Planning Calendar. The calendar is a working document, and will be updated as new items are added. The Calendar has column headings of Commission Education, Commission Advocacy, Commission Outreach and Related Activities. The Library Director provided a detailed explanation of each of the postings to the draft Planning Calendar.

Several additions to the Planning Calendar were noted. Under Related Activities, November 3 is the Literacy Reception scheduled in the City Hall Rotunda; December 10 is the City Board and Commission Reception, also scheduled in the City Hall Rotunda; and March is Women's History Month. Following review of the items under Commission Education, the Commission elected to tour the Livermore Public Library in October, and meet at the Weekes Branch Library in November. Council Member Quirk was supportive of the Commission visiting neighboring libraries, and gathering information on what works well with the various facilities. He commented that while it is unknown when the City might start a new library or a new main library building

project, it was extremely valuable to be as prepared as possible through advance planning. The Library Director agreed and shared with the Commission that she met with Group IV Architects this summer, and suggested that this group could be asked to speak to the Commission on the topic of a Master Facilities Plan at their December meeting. The Commission supported this as an agenda item, and continued their review of the draft Planning Calendar. That document includes a visit to the Santa Clara Public Library in January, a discussion on the proposed linking project between the Library and the Hayward Unified School District in February, and a presentation on library advocacy in March. The theme tentatively selected for the Calendar for 2004/2005 was "Laying the Foundation for Library Excellence," with this item placed on the agenda for the next meeting to finalize the theme.

8. ***Library Director's Report.*** The Library Director encouraged Library Commissioners to attend the Celebration of Cultures in Harmony Festival, scheduled from 11 AM to 3 PM on Saturday, October 2nd at the Weekes Branch Library. City Council Member Quirk noted that the City Council Retreat is scheduled for the same day. The BALIS System Advisory Board (SAB) is hosting a Library Advocacy Workshop in February at the San Francisco Public Library. The date will be announced.

The Library Department Activity Report for August 2004 was distributed at the meeting. The Library Director advised the Commission that the community has responded very well to the reduced hours, adjusting their attendance to fit into the new hours of operation.

Recruitment activities recently commenced for the positions of Adult Services Manager and Youth Services Librarian (part-time). Nancy Eager, retired Public Services Coordinator, has been serving as interim Adult Services Manager. With regard to her upcoming retirement, Library Operations Manager Doug Moon serve in the capacity of Acting Library Director until the City commences a recruitment and a new Library Director is on board.

In reviewing the Monthly Statistical Report, Chair Glines noted that the number of registered borrowers decreased. The Library Director advised the Commission that this was due to the records being purged recently. The records are usually purged following the preparation of the State Report at the end of each fiscal year.

9. ***Library Commission Report.*** Commissioners reviewed the draft recruitment bulletin developed due to the vacant position on the Library Commission. No changes to the document were suggested. Commissioners are encouraged to refer interested candidates to the Library Director. Recruitment closes on Friday, October 1st.
10. ***City Council Liaison Report.*** Council Member Bill Quirk thanked Commission members Elsa Glines and Jessica Fields for their service as Chair and Vice Chair, respectively. He looks forward to the next year with Commission members Linda Bennett and Helen Wu serving as Chair and Vice Chair, respectively.

11. ***Agenda Building.*** The Agenda for the October meeting was set as the Library Commission developed their Planning Calendar earlier in the meeting. The Commission will tour the Livermore Public Library, meeting at the Hayward Public Library for carpooling purposes.
12. ***Meeting Evaluation.*** Commissioners offered very positive feedback on the meeting. Chair Glines was thanked for her wonderful service as Chair for the past year, and Vice Chair Fields was thanked for serving as Vice Chair.
13. ***Adjournment.*** The meeting was adjourned at 8:42 PM.